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The Bureau of Land Management Service Center Newsletter April 1992

CENTER SCENE

SAFETY & HEALTH CONCERNS

Some people may not be aware that BLM has personnel stationed at the Service Center who are qualified to investigate and make appropriate recommendations in matters that pertain to the safety and health of BLM personnel. Duane Blamey, Safety and Occupational Health Specialist, and Kathy Hoffman, Industrial Hygienist, are two people who have specific training in dealing with safety and industrial health matters. These employees are part of the Branch of Engineering Services (SC-672) in the Division of Technical Services (SC-670).

Kathy Hoffman & Duane Blamey (SC-672) look out for the welfare of SC employees.

When Duane Blamey reported to work on a recent Monday morning, he found a request on his desk to call the supervisor of the BLM computer room in Building 53. He discovered that GSA personnel had attempted to place some cabling in the ceiling above the computer room and had dislodged some white fibrous material, which was now lying on the computer room floor. It was suspected that the material was asbestos. Duane immediately took a sample of the material to Public Health Service (PHS) and requested an analysis to determine if the material was asbestos. Precautions were taken to limit the exposure of personnel, and the PHS began air sampling. The air tests indicated that asbestos fibers in the air were well below the safe level permitted by the PHS. The next day, a contractor was called in and the asbestos was cleaned up.

It is good to know that BLM has the trained personnel and the capability to respond quickly to matters that concern personnel safety and health.

The safety staff is addressing other health and safety issues as well. In response to complaints concerning the quality of water being dispensed from the water fountains in Building 40, plans have been implemented to have that water tested. Watch for the results of these tests in future issues of Center Scene.

PERSONNEL NEWS

New Employees

Donnita Birchard, Clerk (OA), SC-310
Joseph Bogus, Cont. Spec., SC-651
Juanita Chase, Supp. Clk. (OA), SC-657
Kristina Counts, Vchr. Exam., SC-616
Judith Davey, Vchr. Exam., SC-616
Lorna Dick, Proj. Mgmt. Spec., SC-323
Kathryn Hoffman, Ind. Hyg., SC-672
Regina Lefort, Land Surveyor, SC-678
Nancy Mixon, Staffing Clerk (OA), SC-631
Therese Morgan, Secr. (OA), SC-323
Donald Sweep, Chief, Br. of Proj. Liaison & Support, SC-323
Janet Youngdahl, Records Access Spec., SC-322

Separations

Mark Feller, Comp. Prog. Analyst, SC-329
Keith Hedlund, Comp. Sys. Analyst, SC-329
Jimmye Kane, Proc. Clk., SC-651
Mary Sampson, Proc. Clk., SC-652
Berlinda Santos, Proc. Clk., SC-652
Daniel Sedlock, Supv. Cont. Spec., SC-652

PLAN TIME TO GET SPACE

Will you be getting more computer equipment? Is your Table of Organization increasing due to expanded programs? Are you sitting on top of each other? Have you turned your conference room into desk space? Is it impossible to get one more workstation in your space? If you can answer yes to any of these questions, you probably need more space.

How do you get more space? First of all, when you *first* become aware that new equipment is coming your way and/or new programs have been approved that will impact your staffing, identify the need in the Annual Work Plan so funding can be set aside and the project can be incorporated in the priority list for space acquisition. Early planning is crucial to timely acquisition. If the project has not been identified for budget purposes, plan to pay for it from your own funds until it can be approved for payment from the Federal Building Fund.

Once a need has been identified, the requirements must be developed. The data should be submitted on Standard Form 81-A, Space Requirements Worksheet, through the appropriate channels. The submission should include all special requirements for the project, such as electrical other than standard 110V duplex outlets, sinks, counters, raised flooring, exhaust fans, special temperature and humidity requirements — there are many others. Warehouse and wareyard needs must also be addressed. And don't forget parking! The State/Center Offices should review your needs, wants, and desires, then forward the project to the Real Property and Space Acquisition Section at the Service Center for review, adherence to policy, final development, and acquisition, or submission to GSA if appropriate. If assistance is required in the development and preparation of the project, the Service Center staff is available to assist in any way possible.

Just remember, it takes time to get space. Every project is important but it must be sandwiched into the total workload. Advance planning is the key.

WHY IS PROCUREMENT SO BUSY?

We have all pondered very important questions like, "What makes the wind blow?" or "Why is the sky blue?" Most BLM employees have also pondered questions like, "Why are procurement people so busy?" and "Just what is it that they do?"

Procurement personnel do much more than issue solicitations and award and administer contracts. One of the most important tasks they have is assisting requisitioners with issues such as determining the most efficient way to conduct a procurement. For instance, should the statement of work be structured for a sealed bid or negotiated procurement? Then requisitioners are frequently provided guidance in the development of the specifications/statement of work to ensure that they obtain the goods or services that they need. Decisions on contract pricing arrangements (fixed price or cost reimbursement), possible use of options, and possible use of indefinite delivery contracts are made after extensive input from requisitioners. Is this enough to keep procurement personnel busy? It probably is, but they still do more!

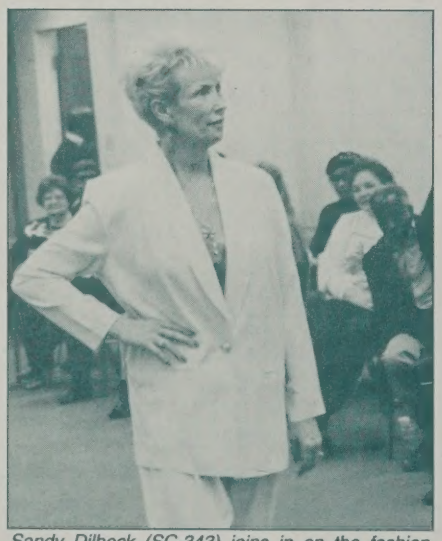
Conducting or participating in training of BLM technical personnel has been a long-standing commitment of Service Center procurement personnel. Contract administration classes for construction Contracting Officer Representatives and Project Inspectors have been conducted by the Construction and Services Section (SC-651A) every year for the past 10-15 years. Three or four sessions are conducted annually and result in a 2-3 workmonth commitment. Other Sections in Procurement also participate in training programs that require substantial resource commitments.

Keeping up with office automation technology has been necessary to improve efficiency. Within the Branch of Procurement (SC-651), the solicitation assembly process has been automated with a software package that has as its data base the entire contents of the Federal Acquisition Regulations (FAR). The task of processing mass mailings to potential contractors has been simplified by a bidder's mailing list application that was developed under contract specifically for the Branch. The status of all procurement actions can now be determined because of procurement data bases that are maintained within the Branch. Although these improvements have increased efficiency, the Branch is working to further improve its capabilities. A scanning system was recently developed and implemented to record contractor responses to presolicitation notices in the bidder's mailing system data base.

In addition to the automation of internal functions, Branch of Procurement personnel have, over the past 5 years, worked extensively on Bureauwide and Departmentwide procurement automation efforts. Larry Keller, Chief, Construction and Services Section, served as the Project Manager on a Bureau automation effort for 3 years while functioning as a Branch Procurement Analyst. Although the project was suspended after the completion of the Detailed Requirements Document, the document is currently being used in the development of a Departmentwide system.

So ponder no more. As you can see, personnel in the Branch of Procurement are staying on their toes to provide a wide array of services as efficiently as possible!

AFRO-AMERICAN HISTORY MONTH



Sandy Dilbeck (SC-343) joins in on the fashion show.

Service Center employees were treated to an artistic and entertaining program in February in celebration of Afro-American (Black) History Month. Three different activities were scheduled to commemorate the roles African-Americans have played in our nation's government, science, art, music, culture, industry, and commerce.

On Monday, February 24, the creations of Sherry Allen and the Tunsons Art Gallery were exhibited in the Center Conference Room in Building 50. Historian Eleanor Gehres from Metropolitan State College spoke about the contributions of mountain man Barney Ford to Colorado history on Tuesday, February 25. On Thursday, February 27, Minerva Smith of The Hat and Fashion Palace presented a fashion show featuring the latest business and leisure designs, as well as outfits displaying the colors and patterns of traditional African dress. The show included both professional models Rhoda Johnson, Diane Cunningham, Carla Lindsay, and Melissa Collins, and Service Center employees Terryll Washington, Maria Martinez, Sandy Dilbeck, and Ethylene Crenshaw.

Rhoda Johnson models a colorful African print.

Special thanks go to Service Center Director Marv LeNoue, Nathan Matthews, Linda Mozell, and all those who helped put this excellent program together.